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**CANCELLATION POLICY**

Effective: 02/12/2018

In order to be able to take care of our patients individually, effectively and efficiently we kindly ask you to respect your appointment time. We understand situations arise when you may need to cancel or reschedule your appointment or surgery and we appreciate advance notice.

“No-shows” and late cancellations or rescheduling inconvenience those patients who need access to medical care in a timely manner and result in extra work for the office staff.

Office Appointments:

We request you give our office a 48-hour notice in the event you need to reschedule your appointment. (For appointments on Monday: cancel by Thursday 5.00 pm).

- If you do not contact us with at least a 24 hour prior notice, you will be subject to a **\$50.00 Late Cancellation Fee.**
- If you don't show up without notifying our office you will be subject to a **\$75.00 No Show Fee.**

Surgery:

In the event you need to cancel or reschedule your surgery, we request you give our office a 7 day notice.

- If the 7 day notice is not met you will be subject to a **\$100.00 Late Cancellation Fee.**

*The fees will not be submitted to insurance. It is your responsibility and must be paid in full prior to scheduling your next appointment. If you don't have a schedule appointment, the balance is expected in a timely fashion and if not, might be subject to collections.*

Thank you for your understanding and for trusting Dr. Asham Surgery, P.A., with your surgical care.

**I have read and understand the Medical Appointment Cancellation Policy and agree to the terms of this policy.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name